

MICHIGAN MENTAL HEALTH COURTS PLANNING TASKS – SUGGESTED TIMELINE

Essential Element	Months 1-2	Month 3	Month 4	Month 5
<i>Planning and administration</i>	<ul style="list-style-type: none"> Identify stakeholders and planning partners Convene planning committee Convene advisory group <ul style="list-style-type: none"> Conduct community mapping exercise Identify objectives 	<ul style="list-style-type: none"> Identify governmental and other resources in the community to support the clinical functions of the mental health court program 	<ul style="list-style-type: none"> Develop cross-training program 	
<i>Target population</i>			<ul style="list-style-type: none"> Determine criminal justice eligibility Determine mental health eligibility criteria 	
<i>Timely participant identification and linkage to services</i>		<ul style="list-style-type: none"> Identify the types of services available in the community that will be included in individualized treatment plans 	<ul style="list-style-type: none"> Develop procedures for referral Develop procedures for screening and select screening instruments Determine which mental health professionals will participate in assessment process 	<ul style="list-style-type: none"> Identify who will conduct assessments Determine who will make eligibility decisions Discuss how clinical and criminal justice goals will be balanced Determine treatment-related objectives Determine average length of court-mandated treatment plans
<i>Terms of participation</i>		<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> Reach consensus on terms of participation Develop protocols and program participation guidelines
<i>Informed choice</i>				
<i>Treatment and supports</i>			<ul style="list-style-type: none"> Identify and meet with treatment and other service providers (<i>ongoing task</i>) Determine referral methods required and/or appropriate for various services and/or providers 	<ul style="list-style-type: none"> Determine who will perform case management/ care coordination functions
<i>Confidentiality</i>				
<i>Court team</i>			<ul style="list-style-type: none"> Determine which entities will provide dedicated team members 	<ul style="list-style-type: none"> Determine roles and responsibilities for team members
<i>Monitoring adherence to court requirements</i>				<ul style="list-style-type: none"> Develop protocols for frequency of court appearances and/or case management meetings Develop protocols for information-sharing with service providers Develop protocols for drug testing Determine who will perform monitoring functions
<i>Sustainability</i>				

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Key principle	Month 6	Month 7	End of the planning process
<i>Planning and administration</i>		<ul style="list-style-type: none"> ▪ Circulate draft of policies and procedures manual and MOUs 	<ul style="list-style-type: none"> ▪ Finalize policies and procedures manual ▪ Execute MOUs ▪ Open Mental Health Court
<i>Target population</i>			
<i>Timely participant identification and linkage to services</i>	<ul style="list-style-type: none"> ▪ Develop a format or template for individualized treatment plans 		
<i>Terms of participation</i>			
<i>Informed choice</i>	<ul style="list-style-type: none"> ▪ Establish procedures regarding informed choice 		
<i>Treatment and supports</i>			
<i>Confidentiality</i>	<ul style="list-style-type: none"> ▪ Identify information that is important to obtain and/or share that might be affected by confidentiality laws or principles. ▪ Determine who will have access to which information 	<ul style="list-style-type: none"> ▪ Create consent forms that permit confidential information to be shared as needed. ▪ Create protocols for service providers to report to the court on critical events and progress or lack of compliance in treatment 	
<i>Court team</i>	<ul style="list-style-type: none"> ▪ Conduct cross-training program 		
<i>Monitoring adherence to court requirements</i>	<ul style="list-style-type: none"> ▪ Develop protocols for coordinating responses to noncompliance by court and providers ▪ Develop shared understanding re possible rewards, sanctions and clinical responses 		
<i>Sustainability</i>	<ul style="list-style-type: none"> ▪ Decide which indicators will be used to determine whether objectives are being achieved ▪ Develop format for periodic performance reports 	<ul style="list-style-type: none"> ▪ Establish data collection and reporting protocols ▪ Establish procedures for periodic advisory committee review 	